Nov, 2026

Kwansei Gakuin University
YUKORYO International Dormitory
Rules and Regulations

Kwansei Gakuin University
Residence Center
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※KGU outsources management work to Kyoritsu Maintenance Co., Ltd.

Introduction

Residents living in YUKORYO International Dormitory (hereinafter referred to as Yukoryo) shall treat one another with the utmost respect and comply with the rules while living in the dormitory. In addition to observing the rules, residents shall listen to and follow the instruction of Residence Center as well as the Dorm Managers. **Residents who fail to do so may be expelled from the dormitory.** Residence Center may change the rules and regulations at its discretion.

1. Length of Stay

1. Residents may only stay in Yukoryo for up to two years.
2. Residents who move in Yukoryo in spring shall move out by March 20 of two years later.

2. Moving-in

1. Newly arrived residents shall check their rooms upon moving-in. If there is any room facility issue, residents shall notify the Dorm Manager within 1 week of moving-in.
2. Residents shall be held liable for the repair cost if unreported room facility issues are found upon moving-out check.

3. Security

1. Residents who enter the dormitory past 11PM shall make sure to enter quietly so as not to disturb other residents.
2. Residents shall scan their ID cards at the entrance when entering and exiting the dormitory.
3. Residents shall not lend others their ID cards which allow access to the entrance and residential floors of the dormitory. If residents are found doing so, the resident may be expelled from the dormitory.

4. Having Visitors

1. Visitors shall sign in and out at the Dorm Manager's office upon entry and exit.
2. Visitors may only enter common areas on the first floor and may not enter the residential floors or residents' rooms.
3. Visitors shall not disturb other residents.
4. Visiting hours are from 9:00 (9AM) to 21:00 (9PM).
5. Visitors may not spend the night in the dormitory. Residents found hosting a visitor shall be expelled from the dormitory.

5. When Staying Out Overnight

1. Residents shall make sure to turn off and unplug all electronic devices before exiting the dorm.
2. Residents planning to stay out overnight shall submit "Overnight Stay Notice" from the link below or QR code.
   URL: https://ws.formzu.net/dist/S906810273/

6. Fees

1. Bills (entrance fee, dorm fee and utility fee) are sent to residents by Kyoritsu Maintenance Co., Ltd. Residents shall pay their bills by the due date.
2. Failing to pay for any fees for more than three consecutive months will result in eviction from the dorm.
3. The cost for rent and utilities are as follows. Electricity fees are included in the dorm fees. KGU may

change the rules at its discretion. KGU may require that residents pay additional fees when there is a huge gap between the average amount and actual electricity fee.

4. Residents shall be billed for dorm fees even when they are out of the dorm for a long term. (e.g., a temporary leave outside of Japan).

			Exchange Students / Degree Seeking International Students ・RA	Short term students
Dormitory Fee	Entrance fee		¥20,000	–
	Insurance fee		Residents shall purchase the Insurance Package as instructed by RC (Degree Seeking International Students and RA only)	
	Rent	Regular	Monthly rent ¥ 62,000	¥4,300/day (include the rental futon set)
		Moving in/out early/late	Dormitory fees for months of mid-term move-in or move-out (including utility costs) will be charged on a pro-rated basis according to the number of days of stay (monthly rent × number of days stayed ÷ total days in the month). The daily rate applies only if the resident submitted the notification of leaving at least one month prior to exiting the dorm. A resident who failed to submit the notification of leaving will be charged for the full month rent. ※Electricity・Water・Internet fee is included in rent.	

● 1 Please note that fees may change when amount borne by the university increases due to facility repair and/or increase in public fees.

7. Activity Fee

1. Residents shall be charged a monthly activity fee of 500 JPY for Yukoryo event expenses.
2. Accumulated activity fund is managed by Residence Center. Events operated by the fund are decided in Executive Meetings held by the Resident Assistants (RA).
3. When students stay in the dormitory for 11 days or more in the move-in/move-out month, they shall be charged a full amount of activity fee (500 JPY).

8. Resident Assistants (RA)

1. RAs are students who live in the dorms and carry out the following activities. Residents must be cooperative about the RA events. *RAs will be chosen from the Degree Seeking KGU Students at KGU every semester.
   ① Advisor role to residents (Support for everyday life/various procedures).
   ② Planning and carrying out social events.
   ③ Support residents when entering and leaving the dorm.
   ④ Support dorm management and life guidance for residents.

9. Yukoryo Governance-related Meetings

Yukoryo management matters are decided in one of the following meetings: “Executive Meeting”, “RA Meeting”, and “Dormitory Meeting”.

Executive Meeting:	Attended by Residence Center staff and RAs Overall matter about the dorm, such as operation methods and overall policies and usage of activity fees.
RA Meeting:	Attended by RAs and FLs based on the topic. Topics are such as planning RA events, problem solving, checking the usage on activity fees and concretely examining and checking on how to manage the dorm.
Dormitory Meeting:	Attended by all residents Meetings are held to share decided matters and events in the dorms.

10. “Rental Futon Set”

Upon moving-in, Exchange Students will receive a “Rental Futon Set”, which contains the following items. Degree Seeking International Students who need a “Rental Futon Set” shall refer to item no. 26.

- 1 mattress/ bed pad
- 1 comforter
- 1 pillow
- 2 sheets
- 2 comforter covers
- 2 pillow cases
- 1 blanket

1. Residents shall check the content of their “Rental Futon Set” upon moving-in. If any item is missing or damaged, residents shall notify the Dorm Manager within 1 week of moving-in.
2. Residents shall be billed for the replacement if missing or damaged items are reported later than 1 week after moving-in.

11. Room Management

1. Residents shall keep their room tidy and clean the room facilities.
2. Residents shall regularly open the window to air out the room. Residents shall notify the Dorm Manager if they find any mold or bug issues.
3. Residents shall not put any adhesives on the wall, ceiling, or furniture. Piercing the wall with thumbtacks, pins, etc. is not allowed.
4. Residents shall contact the Dorm Manager if there is water damage or any other facility issues.
5. Residents shall not make any alterations, additions, or improvements to their rooms.
6. Residents of the opposite gender may not enter each other's rooms. If found doing so, the resident shall be immediately expelled from the dormitory.
7. Pets are not allowed.
8. Cooking in a resident's room is not allowed.

12. Room Key (ID Card)

1. Residents shall be responsible for their ID cards during their stay in the dorm. Residents who lost their ID card shall contact the Dorm Manager. Residents shall be billed 3,000JPY to replace the ID card.
2. Residents shall not make copies of their ID cards.
3. Residents shall not lend their ID cards to others.

13. Internet (Wi-Fi)

Wi-Fi is available in the dormitory.

14. Showers

1. Residents shall purchase and use their own soap, towel, etc.
2. Residents shall make sure that they remove hair from the drain and leave the shower clean for the next person to use.
3. Residents shall try not to leave the shower running to save water.
4. Residents may not dye their hair in the shower room as the dye will stain the facilities.

15. Laundry

1. Residents shall be mindful of other residents when using the washing machine and make sure not to leave their laundry in the washer for too long. If there is laundry left in the washer, it will be kept in the Dorm Manager's office. If not claimed within 2 days, the laundry will be discarded.
2. Residents shall refrain from using the laundry room from 23:00 (11PM) to 6:00 (6AM) so as not to disturb other residents.

16. Mail and Packages

1. Residents shall check their mailbox every day.
2. If residents are not in the dormitory at the time of package delivery, a mail carrier will put the package in the delivery locker and a delivery slip in resident's mailbox. Residents shall follow the steps shown on the delivery locker to open the locker.
3. If the package is too large to fit in the locker or there is no vacant locker, a mail carrier will put an attempted delivery notice in resident's mailbox. Residents can request a redelivery at their convenience.
4. Residents shall specify their room number in the address. Mail or packages without a room number will not be delivered.
5. Residents shall specify their room number in the address. Mail/packages without a room number will not be delivered.
6. Registered mail except for currency registration may be received by the Dorm Manager on behalf of you and kept in the Dormitory Manager's office.
7. Frozen/chilled packages may not be received by the Dorm Manager. If residents are away, they shall request a redelivery with an attempted delivery notice.

17. Bulletin Board

1. Important notices such as room check schedule are posted regularly on the bulletin board on the first floor next to the Dorm Manager's office.
2. In principle, residents shall not post personal flyers, brochures or posters on the bulletin board.

18. Taking Out the Trash

1. Residents shall separate burnable, non-burnable, plastics, cans/bottles, paper, cloth and small non-burnable trash and take it out according to the rules laid out by Nishinomiya City.
2. Residents shall make sure to check the trash collecting schedule and take out their trash before 8:00 (8AM) on the day of pick-up.

3. Residents who wish to dispose of large-sized trash shall contact the Dorm Manager. Depending on the size of the item, there will be a fee to pay.
4. Disposing of large-sized trash without paying fees is prohibited by law.

19. Common Areas

Rules for common areas are as follows.

[Dining Area]

1. The Residential Lounge Dining Area on the first floor is for residents to have meals and deepen exchanges with others.
2. Residents may also use the area for studying.
3. Residents shall not disturb other residents using the area.

※The rules above apply to the Residential Floors' Dining Areas. Residents shall quietly use the Residential Floors' Dining Area quietly after 21:00 (9PM). After 23:00 (11PM), residents shall refrain from using the Residential Floors' Dining Area and quietly use the Residential Lounge Dining Area on the first floor.

[Kitchen]

1. No meals are provided in the dormitory. Residents may use the Residential Lounge Kitchen on the first floor.
2. Access to the kitchen will be limited when dormitory events are held. Event schedules will be announced ahead of time on posters etc.
3. Residents shall buy their own food/seasonings and keep them in their rooms. Residents shall not keep them in the Residential Lounge Kitchen refrigerators.
4. No personal belongings such as dishes and kitchen tools shall be left in the Residential Lounge Kitchen. Residents shall bring and take back their belongings to/from their rooms.
5. Residents shall use shared rice cookers only in the Residential Lounge Kitchen. Residents may not use them in their rooms.
6. The Residential Lounge Kitchen is a shared facility and its equipment (sink, rice cooker, induction cooktop) shall be kept clean after use. Residents shall also dispose of garbage in the designated area.
7. Residents may use the Residential Lounge Kitchen refrigerators. Residents who temporarily store their food in the Residential Lounge Kitchen refrigerators shall write their name on the packaging or container of their food and keep the refrigerators clean and organized. Food that emits a strong smell shall be sealed tightly and properly. The Dorm Manager checks the refrigerators regularly and dispose of spoiled or rotten food without notice.
8. Dish soap and sponges are provided in the Residential Lounge Kitchen. If they run out or get old, residents shall inform the RAs.

※The rules above also apply to the Residential Floor Kitchens. After 21:00 (9PM), residents shall quietly use the Residential Floor Kitchen. After 23:00 (11PM), residents shall refrain from using the Residential Floor Kitchen and quietly use the Residential Lounge Kitchen on the first floor.

[Toilets]

1. Residents shall not flush anything other than toilet paper such as feminine hygiene products, paper towels, wipes, or any leftover food to prevent the toilets from breaking, clogging, or emitting an odor.
2. The Dorm Manager restocks toilet paper rolls. Residents shall inform the RAs when they run out.
3. Residents shall inform the Dorm Manager if the toilet is broken or if it emits an unpleasant odor.

[Fujita Global Commons]

1. Fujita Global Commons on the first floor is normally used for studying and interacting with others. Residents shall refrain from using Fujita Global Commons when large events are held there.
2. Speakers, microphones and projectors are only available for RA/Residence Center-run events. Events held at Fujita Global Commons shall end no later than 21:00 (9PM).
3. Residents shall return the desks/chairs to its original position after use.

[Meeting Room 1 and 2]

1. Residents may use the Meeting Room 1 and 2 on the first floor for studying and meetings. Except for these reasons, using the meeting rooms is not allowed.
2. Reservation is required for use. Residents may reserve and use the meeting room for up to two hours between 7:00 and 23:00 (7AM-11PM). Residents shall check the poster on the meeting room door for how to make a reservation.
3. Residents shall return desks/chairs to its original position after use.

[Theater Room]

1. Residents may use the theater room for watching movies, listening to music and playing instruments etc. Holding parties or napping in the theater room is strictly prohibited.
2. Reservation is required for use. Residents may reserve and use the theater room for up to two hours between 7:00 and 23:00 (7AM-11PM). Residents shall check the poster on the meeting room door for how to make a reservation.

[Multi-purpose room]

The multi-purpose room may only be used by Ras and Residence Center staff. Residents except for RAs and FLs may not use the multi-purpose room.

[Other]

1. Residents who use common area facilities shall clean up after themselves and dispose of trash after use. The Dorm Manager cleans and dispose of trash regularly.
2. Residents shall inform the Dorm Manager if anything in common areas is broken, damaged or missing.
3. Residents shall inform the Dorm Manager if they notice an unpleasant odor coming from common areas.

20. No Smoking (including Heated Tobacco and Electronic Cigarette)

1. Yukoryo is a non-smoking dormitory. Residents are not allowed to smoke in their rooms or anywhere inside/outside the building.
2. Underage smoking (under 20 years of age) is prohibited by law.

21. Drinking

Underage drinking (under 20 years of age) is prohibited by law.

22. Disaster and Crime Preventions

1. Residents shall beware of theft and make sure to lock their rooms when they leave. KGU declines all responsibility in case of theft.
2. Residents shall be extremely careful when using the Residential Lounge Kitchen and Residential Floor Kitchens to prevent fires and accidents.
3. Periodic room checks and cleaning are conducted by a dormitory management company. Workers in charge may enter residents' rooms and common areas if deemed necessary. Notices and information on room checks are posted on the bulletin board or communicated through a messaging application.
4. Residence Center staff and the Dorm Manager may enter a resident's room without prior notice or resident's permission in the following cases: to confirm the safety of the resident in an emergency, to inspect the emergency equipment, if the resident is allegedly violating Yukoryo Rules and Regulations based on objective facts, or when it is deemed necessary based on managerial or educational purposes.

23. Open Flames

1. Using candles, incense or anything with an open flame that could cause a fire is prohibited.
2. Using gas, electric stoves, or anything that could cause a fire is prohibited. Heated carpets and blankets are allowed.
3. Residents may not use cooking devices such as induction cookers and hot plates in their rooms.
4. Barbecues are prohibited unless it is a RA/Residence Center-run event. Fireworks are prohibited on the property or in the vicinity of Yukoryo.

24. Moving-out

1. Residents planning to move out of Yukoryo shall notify Residence Center at least one month prior to the scheduled move-out date by submitting a "Notice to Vacate" online form.
   URL: https://ws.formzu.net/dist/S824337901/
2. If residents fail to submit a "Notice to Vacate" at an appropriate time, they will continue to be billed for dorm fees.
3. Residents shall restore their room to its original condition before moving-out.
4. Before residents move out, the Dorm Manager conducts a thorough room check to see if there is anything damaged, lost or left behind in their room.
5. Residents may be billed a minimum of 5,000 JPY for inadequate cleaning, damaged/lost room facilities and anything left behind that requires special disposal.
6. Residents shall return their ID cards to the Dorm Manager upon moving-out.
7. Residents shall be billed for dorm fees based on the move-out date specified in the "Notice to Vacate". There will be no reduction or refund even if residents move out earlier than the scheduled move-out date.

25. Other Important Information

1. Residents shall not disturb other residents and the surrounding neighborhood. Residents shall be mindful of noise levels by lowering their voice and keeping noise to a minimum after 21:00 (9PM).
2. Residents who have caused any damage to the property and the dormitory facilities shall be held liable.
3. Residents may not choose or change their room once it is allocated by Residence Center.
4. Resident shall change the rooms when they are instructed by Residence Center or the Dorm Manager.
5. The Barrier-Free Rooms may only be used by residents with disabilities, those who have been affected by infectious diseases or have received permission from Residence Center.
6. Drugs and medications are not available in the dormitory. Residents shall obtain their own medication

by seeing a doctor, etc.

7. Possession and use of illegal drugs (e.g., marijuana, stimulants) and weapons are strictly prohibited.
8. In accordance with the “Kwansei Gakuin Regulations on the Prevention of Harassment”, any kind of harassment or racist behavior is prohibited. More details about the policy can be found on the following weblink.
   URL: https://ef.kwansei.ac.jp/efforts/harassment
9. Missionary/political activities are prohibited in the dorm.
10. Residents may not have a relationship with anti-social forces. Anyone who is related to anti-social forces is denied entry to the dormitory.
11. Furnishings in common areas may not be moved elsewhere without permission. Residents may not take them to their rooms.
12. Residents may not violate Japanese laws as well as regulations enforced by Nishinomiya city and the local government.
13. Feeding animals such as wild cats living in the neighborhood is prohibited.
14. Access to the Residence by car is not allowed. Residents may only carry in luggage by notifying the Dorm Manager in advance.
15. Residents who own a bicycle shall notify the Dorm Manager and park it in the designated area. Bicycles without such registration will be discarded without notifying the owner. Residents shall take care of their bicycle upon moving-out (e.g., give it to someone, dispose of it as large-sized trash, etc.)
16. Residents shall not receive food deliveries after 21:00 (9PM).

26. Degree Seeking Int’l Students・RA: Additional Important Information

1. Degree Seeking International Students shall purchase the Fire Insurance as instructed and make a payment by the due date.
2. Degree Seeking International Students who need a “Rental Futon Set” shall apply through Residence Center prior to moving-in. It is strictly prohibited to use the bed without bedding.
3. Degree Seeking International Students who own a scooter with an engine (Only allowed for Class 1 vehicles with engine displacement under 50cc or up to 125cc and maximum output of 4 kw or less) shall notify the Dorm Manager for registration and park it in the designated area. Unregistered scooters will be discarded without notice. Residents shall remove their scooters upon moving-out.
4. Degree Seeking International Students residing in a KGU Dormitory shall take the KGU Medical Examination every school year.

27. Dorm Manager’s Office

The Dorm Manager is available from 9:00 (9 AM) to 18:00 (6 PM).

【Kwansei Gakuin University YUKORYO International Dormitory】
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